NEW YORK TIME BACKFILE

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Fort Worth Public Library

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NEW YORK TIMES BACKFILE
1851-2003

NEW YORK TIMES BACKFILE

- Good resource for primary source material, obituaries, and reviews.
- Digital archive with full content of the newspaper in downloadable PDF files.
- Search and view articles, full page images, or "page through" issues.
- Covers more than New York.
- Faster than searching microfilm!

ACCESS

- Fort Worth Public Library purchase.
- Not a TexShare database.
- Can use **within** FWPL facilities, but not at Metropac libraries.
- New York Times Backfile is not accessible from home.

Getting There

- Double click the Internet Explorer Icon, and the Fort Worth Public Library homepage will load. (http://www.fortworthgov.org/Library/)
- From the menu on the left, put your cursor over "Digital Library" and choose "Research Databases." There may also be a graphical link to the databases on the web page.

Choosing a Database

The yellow pull down menus allow you to choose a subject list or a specific database.

- Magazines and Newspapers—General will provide a list of all the databases in that category. Choose the link to the New York Times Backfile.
- From the Alphabetical Listing, arrow down to New York Times Backfile, highlight, and press Enter.
- Choose the link to the New York Times Backfile.

**Opening Screen
Basic Search**

- Simple keyword search
- May limit search by date range
  - On a specific date
  - Before a date
  - Between dates
  - **Date Format: mm/dd/yyyy**

You may use more than one keyword.

Opening Screen/Basic Search

We subscribe to only one of Proquest's Historical Newspaper databases, so there are no other selections available. One keyword is the broadest search possible. Enclose phrases longer than two words in quotation marks.

Results May Be Sorted By:

- Oldest or historical first (default)
- Most recent first (reverse chronological order)
- Most Relevant first
  - For single word searches, ProQuest ranks documents by the number of times the word appears in the document.

Results—Broad Keyword Search
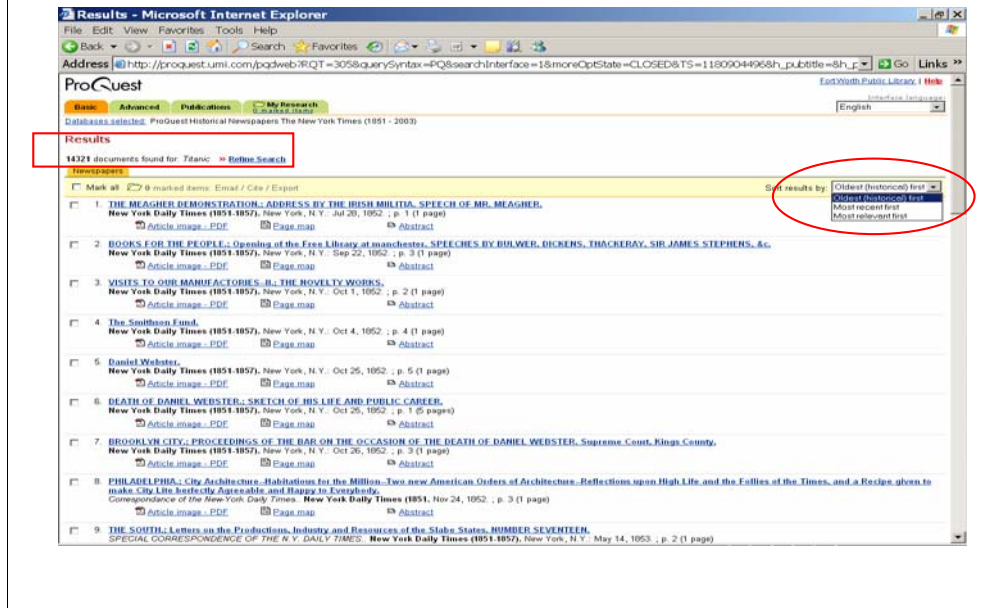
Results will be sorted again if you make a different choice from the pull-down menu.

Keyword: Titanic
Most Relevant First

14,321 documents!

Narrow by DATE

> **Address** http://proquest.umi.com/login#more
>
> ProQuest
>
> | Basic | Advanced | Publications | My Research 0 marked items |
>
> Databases selected: ProQuest Historical Newspapers The New York Times (1851 - 2003)
>
> **Basic Search**   Tools: Search Tips
>
> [   ] [Search] [Clear]
>
> Date range: ○ On this date: [mm/dd/yyyy]
>   ○ Before this date: [mm/dd/yyyy]
>   ○ From: [mm/dd/yyyy]   To: [mm/dd/yyyy]

- **Date Format: mm/dd/yyyy**
- **This date**
- **Before this date**
- **From/To Date**

If you know the date(s) of an event, this is a very good way to cut down on the number of hits.

More Options from Basic Search

- Choose where to look for terms
  - Citation and document text
  - Citation and abstract
- Choose Document Type
- Limit search to articles written by a specific author or reviewer
- Choose how results are to be sorted **before** they are returned.

Results can be sorted by: (1) oldest or historical first; (2) most recent first; (3) most relevant first.

When Citation and Abstract is chosen from the drop down menu, Proquest searches:

Author

Abstract

Article Title

When Citation and Document Text is selected, Proquest searches within:

Complete text of the article

Citation fields

Abstract

Choose Document Type

- Article
- Birth Notice
- Classified Ad
- Comics
- Display Ad
- Editorial Article
- Editorial Cartoon
- Fire Loss
- Front Page
- Legal Notice
- Letter to the Editor
- Lottery Numbers
- Marriage
- Obituary
- Photo Standalone
- Real Estate Transaction
- Review
- Stock Quote
- Table of Contents
- Weather

More Search Options
Document Type

Applying More Options in Basic Search
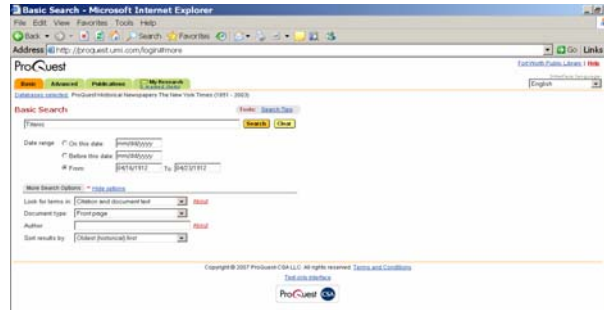
- Narrow by date:
  From 04/16/1912   To 04/23/1912
- Choose a Document Type: "Front Page"
- Sort Results: "Oldest First"

Keyword: Titanic, narrowed by other choices.

Basic Search—More Options Results
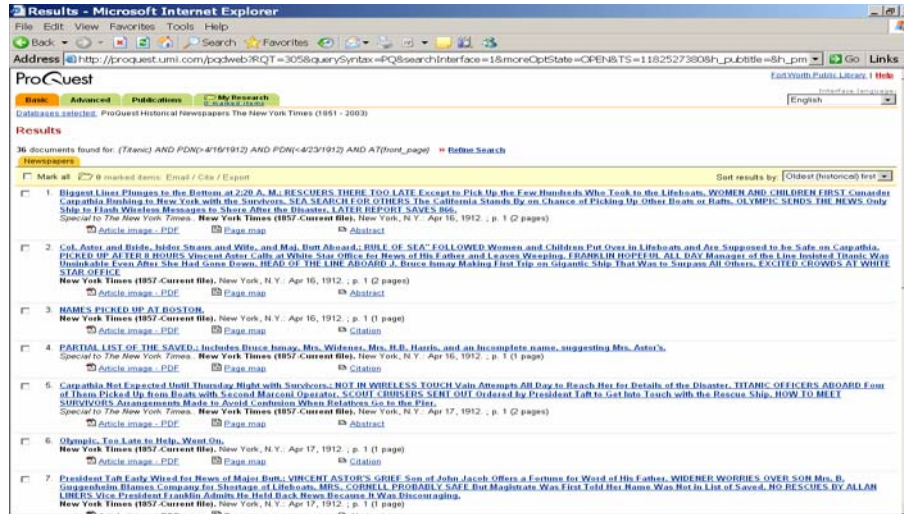
We now have only 36 results, starting with the first story that appeared in the New York Times about the sinking of the Titanic. All are front page stories as we specified.

Results Screen

List includes detailed bibliographic information for the articles retrieved:

- Article title
- Author
- Issue date
- Page number
- How many pages in length

From Results Page

- Refine Search
- Mark Documents for "My Research"
- Look at the page on which the article appears (Page Map)
- View the Abstract
- Read a document by clicking on the title or Article Image--PDF

Check the documents you want to place in "My Research." "Mark All" will mark all of the items on the current page. There is a limit of 50 items.

Documents in "My Research"

- **Create bibliography**
  - **Email***
  - **Print**
  - **Download**
- **Email* marked documents with bibliography**
- "Export citations" is not possible on public terminals
- Create a web page (links to the documents are available ONLY within library)

Notice that you can email a bibliography or the marked documents **along with a bibliography**.

New York Times Backfile

List of articles in "My Research."

Create Bibliography From "My Research"

- **Choose Format**
  - Citation only
  - Document Summaries (Citation and Abstract)

- **Choose Style**
  - Proquest Standard
  - AMA
  - APA
  - Chicago/Turabian/ Harvard: author-date
  - Chicago/Turabian: Humanities
  - MLA
  - Vancouver

Citations Only is chosen in Chicago/Turabian:Humanities format. After making selections, choose Email, Print, or Download.

Create Bibliography—Email

- Choose Format and Style
- Click Email
- Choose HTML or Plain Text
- Fill in information and click "Send Email"
- Email will be confirmed
- Return to "My Research" page

Use Cut and Paste to copy the material you want from your email to a word processor for printing.

Create Bibliography—Print

- Choose Format and Style
- Choose Print to see the text of bibliography
- Choose Print from Dialog Box or File menu
- **Note:** Any style besides "Proquest Standard" will mean extra instructions on the page!
- Click "Back to My Research"

Bibliography For Print

ProQuest   « Back to My Research

Citation style: Chicago/Turabian: Humanities, The Chicago Manual of Style (http://www.press.uchicago.edu/Misc/Chicago/cmosfaq/cmosfaq.html)

Reference List
ATTENTION!

Ensure the accuracy and completeness of your bibliography by following the instructions at the bottom of the page. In particular, the formatting of author names and dates might need to be corrected and missing information may need to be filled in.

Special to The New York Times. "Biggest Liner Plunges to the Bottom at 2:20 A. M :RESCUERS THERE TOO LATE." *New York Times (1857-Current file)*, April 16, 1912,

http://www.proquest.com/ (accessed July 6, 2007).

Special to The New York Times. "PARTIAL LIST OF THE SAVED :Includes Bruce Ismay, Mrs. Widener, Mrs. H.B. Harris, and an Incomplete name, suggesting Mrs. Astor's.." *New York Times*

(1857-Current file), April 16, 1912, http://www.proquest.com/ (accessed July 6, 2007).

"NAMES PICKED UP AT BOSTON." *New York Times (1857-Current file)*, April 16, 1912, http://www.proquest.com/ (accessed July 6, 2007).

"Olympic, Too Late to Help, Went On." *New York Times (1857-Current file)*, April 17, 1912, http://www.proquest.com/ (accessed July 6, 2007).

INSTRUCTIONS:

Chicago/Turabian Humanities Citation Style -- Formats according to the humanities style (frequently used by those in humanities and literature) described in *The Chicago Manual of Style* and Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*. For more information, visit http://www.press.uchicago.edu/Misc/Chicago/cmosfaq/tools.html.

Use the templates below to verify and correct the formatting of your document citations for the main publication types in ProQuest. In particular, the format of author names and publication dates in individual citations is likely to need further adjustment.

Author initials should be followed by periods and separated by a space (for example: Other A. N.).

The recommended date order is: month day, year.

Scholarly journals:

author1_last_name, author1_first_names/initials, author2+_ first_names/initials author2+_last_name, and finalauthor_ first_names/initials finalauthor_last_name. "article_title." *journal_title* volume_number, no. issue_number (pub_date): page_range. document_url (accessed access_date).
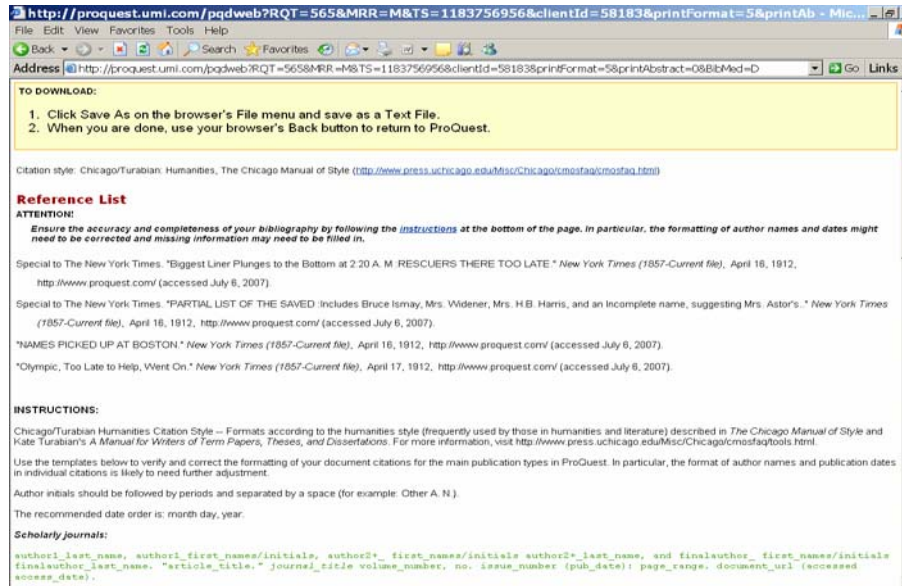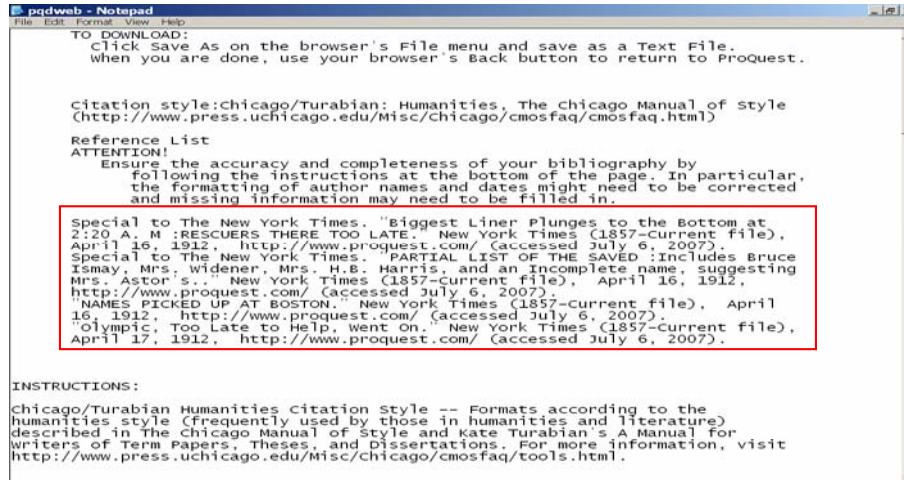
Choose Print from the File menu of the browser. LOTS of extraneous material will be in the **print version**.

Create Bibliography—Download

- Choose Format and Style
- Choose Download
- Page will load with instructions to:
  - Save As from browser file menu as **text file (.txt)**
  - When finished, use browser's back button to return to "My Research"
- Open your text file in Notepad

NOT saving as a text file will mean you have to use your browser to read the file. It will be much simpler to cut and paste the material from a text file.

Download Citations as .txt

Make sure you save the file as a .txt. The default is .htm or .html You may want to rename your file.

Citation Text File in Notepad

Copy and Paste portions of your text file into a word processor and format it for printing.

Page Map (Page View)

- Designed for navigation
- Shows entire page of paper in low resolution
- Scrolling over articles shows headline
- Click and pull up specific articles

Notice Page 1 of 24. This allows scrolling through newspaper pages.

Headlines are highlighted as you move around the page.

Page Image

- Choose "Page Image—PDF"
- Shows Entire page in high resolution for reading
- Print, Email, or Download

Printed PDF File

View Abstract from Results

Abstract Provides

- Citation
- Abstract (Summary of Article)
- Options to
  - Print—Will reformat abstract screen
  - Email
  - Mark Document for "My Research"

Abstract

Choose Print to format without all the graphics.

Print Abstract

Document Will be reformatted for printing, and Print Dialog Box will be on screen.
Choose Print.

Email Abstract

Make choices, and send email.

Article Image

- In PDF format
- Print
- Email
- Save to external drive

Printing an Article

- Click on the article headline (title) or **Article Image—PDF.**
- Click the Print button just under the Proquest logo. The Print Dialog Box will appear, and the Adobe Reader Window will be reformatted for printing pages.
  - Note that the first page of the reformatted article appears in the preview for print.
  - In order to see the preview of each page, click within the marker underneath the preview box.
- Print all or part of the article using choices in the Print Dialog Box.

Selection Using Snapshot Tool

- Camera on Adobe Reader Toolbar allows you to select an item or section of an article to print
- "Drawing" will be saved on Clipboard.
- When Print is chosen, the "Selected Graphic" will be in the Preview Window and will also be the default selection in the Print Dialog Box.

The "Clipboard Viewer" option is not enabled on the public computers.

Saving/Downloading Articles

- Click on the article headline (title) or Article Image—PDF
- Click the Print button just under the Proquest logo. The Print Dialog Box will appear, and the Adobe Reader Window will be reformatted for printing pages.
- Choose Cancel in the Print Dialog Box
- Choose the disk on the Adobe Toolbar, name the file, and save.

If you do not format the article for printing, you will need to use the snapshot tool in Adobe to divide the article for printing.

Advanced Search Allows

- Combining Words using Boolean Operators
- Adding Another Row
- Choosing a Field Within Which to Search

Advanced Search

Document types are the same as Basic Search

Advanced Search Operators

- **AND**: Find documents containing all of the words
- **OR**: Find documents with any of the words such as *internet **or** intranet*
- **AND NOT**: Find documents which have first word, but not the second word. For example, *Internet **and not** html*.
- **WITHIN 3**: Find documents where terms are within 3 words of each other. For example, *computer **WITHIN 3** careers*
- **PRE/1**: Find documents where the first word appears one word <u>before</u> the second word. For example, *digital **PRE/1** divide*

Search Operators
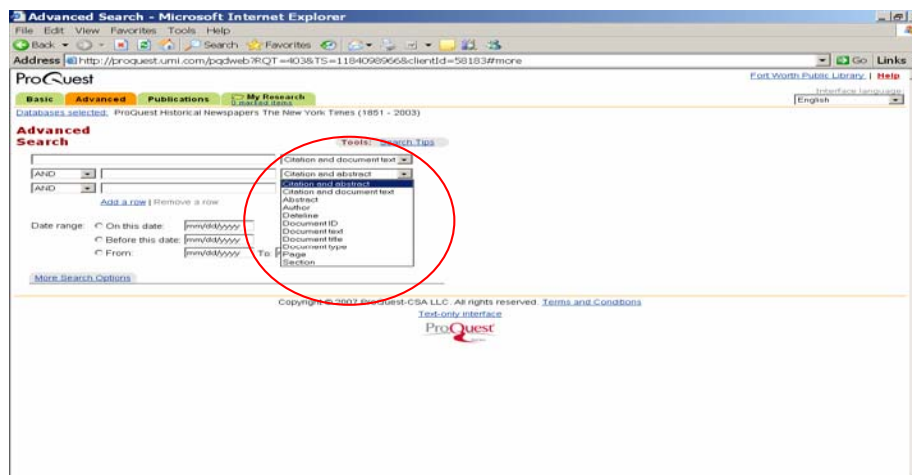
Search Within Specific Fields

- Citation and abstract
- Citation and document text
- Abstract
- Author
- Dateline

- Document ID
- Document text (may browse)
- Document type
- Page
- Section

Search Within Specific Field

Document Type is one of the specific fiields.

Document Type is also available under more options.

Browse Document Types

Browse document types   Close window | **Help**

Add terms to your search using: [AND ▼]

Article	**Add to Search**
Birth notice	**Add to Search**
Classified ad	**Add to Search**
Comic	**Add to Search**
Display ad	**Add to Search**
Editorial article	**Add to Search**
Editorial cartoon	**Add to Search**
Fire loss	**Add to Search**
Front page	**Add to Search**
Legal notice	**Add to Search**
Letter to editor	**Add to Search**
Lottery numbers	**Add to Search**
Marriage	**Add to Search**
Obituary	**Add to Search**
Photo standalone	**Add to Search**
Real estate transaction	**Add to Search**
Review	**Add to Search**
Stock quote	**Add to Search**
Table of contents	**Add to Search**
Weather	**Add to Search**

Another window opens with a list when "Documents Type" is Chosen in Advanced Search. Click "Add to Search" by the one you want.

Here we have chosen Dateline as the specific FIELD in which to search.

Advanced Search—Results

All articles have the dateline Fort Worth. You could also narrow further by date, etc.